



## Job Opening – Town Treasurer

The Town of Occoquan, a dynamic and historic small town in Prince William County, Virginia, has an immediate opening for a full-time Treasurer. This key leadership position is responsible for financial planning and analysis, budgeting, cash management, accounting and financial reporting, debt management, procurement, and other local government finance-related tasks. Examples of expected activities include:

- Manage the receipt and accounting of all taxes and other monies and revenue due and payable to the Town, and deposit same in such bank or banks as the Council may direct.
- Ensure all expenditures are appropriate and accounted for, properly recording all disbursements of Town funds.
- Provide strategic analysis and regular reports on the current and future financial status of the Town, to include long-term planning to ensure the ongoing fiscal health of the Town.
- Partner with Department Heads to ensure that the annual budget process is conducted in a strategic and purposeful manner, to include development of key performance measures.
- Prepare monthly financial statements, and report same to Council on a monthly basis, and ensure that Departments are within authorized budget amounts.
- Prepare bi-weekly Town payroll, including receipt of employee time sheets and payment of all payroll taxes and insurance premiums.

A Bachelor's degree in finance, business administration, or a related field with at least three (3) years of experience is required; QuickBooks Pro Advisor certification or other related experience is a plus. Send letter of interest, application and resume with salary history and at least three references to: Kathleen Leidich, Town Manager, Town of Occoquan, P.O. Box 195, Occoquan, VA, 22125, or [kleidich@occoquanva.gov](mailto:kleidich@occoquanva.gov). Call 703-491-1918 for more information. Starting Salary Depends on Qualifications and full benefits package. Position open until filled, although applicants are encouraged to apply by 5:00pm on January 31, 2020 to be considered in the first review of applications. **EOE**